

## DOE Jobs ONLINE (QuickHire) User ID Request

New User ☐ Modify User ☐ Delete User ☐

Date Action Required:

### User Information

Full Name (Last, First MI):

E-mail:

Organization:

Office Phone:

Fax:

☐ DOE Employee ☐ Contractor ☐ Detailee from another agency

Sponsor (if Contractor or Detailee):

Are you a U.S. Citizen? ☐ Yes ☐ No

If no, country of citizenship:

### User Agreement/Authorization

I agree to use DOE Jobs ONLINE for official Government business only, and understand any other use of DOE Jobs ONLINE is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or dismissal. I will protect my password and allow no other person to use it. I understand sensitive data downloaded to my PC, network, diskette, etc., must be password protected or must be physically secure enough that only authorized DOE Jobs ONLINE users can gain access. I will immediately notify the applicable point(s) of contact of any change in my organization or employment status, so appropriate action can be taken regarding my DOE Jobs ONLINE User ID. I will not attempt to use my DOE Jobs ONLINE to access it subsequent to the termination of my employment at the U.S. Department of Energy or as a U.S. Department of Energy-supporting contractor or detailee. I understand the limitations and restrictions imposed on the use of my DOE Jobs ONLINE by Classification, Sensitivity, and the Privacy Act of 1974.

Signature of User

Date

### HR OFFICE USE ONLY -- to be completed by applicable DOE Jobs ONLINE Site Administrator (POC)

I hereby certify the user requesting DOE Jobs ONLINE access is a U.S. Department of Energy employee or an authorized contractor employee working under a current U.S. Department of Energy contract requiring DOE Jobs ONLINE access. In the case of contractor employees, I have assured that this contractor is aware of responsibilities associated with reviewing references and backgrounds of employees to a depth commensurate with the involvement and sensitivity of data to be handled and the risk/magnitude of loss or harm.

Organization name for which access is requested: \_\_\_\_\_

### DOE Jobs ONLINE Access requirements (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Advanced (Level III) | <input type="checkbox"/> Question Library         |
| <input type="checkbox"/> Advanced (Level II)  | <input type="checkbox"/> Training and Development |
| <input type="checkbox"/> Advanced (Level I)   | <input type="checkbox"/> Selecting Official       |
| <input type="checkbox"/> EEO Manager          | <input type="checkbox"/> FOIA Manager             |

DOE Jobs ONLINE Use ONLY

Account sent to user:

User ID:

Fax to Eunice Swinson at 202-586-0636

## Instructions for Establishing or Changing User Accounts

NOTE: These instructions to the DOE Jobs ONLINE (QuickHire) User ID Request form. You should provide all applicable information.

1. Users desiring to establish or change a user account must complete the request form(s) with the following information:
  - Type of Action Required (New Account, Modify Account, Disable Account)
  - Date Action Required
  - Full Name (Last, First MI)
  - User's Organization
  - User's E-mail Address
  - User's Office Telephone Number
  - User's Fax Number
  - Is the User a DOE employee, contractor or detailee from another agency?  
[NOTE: If contractor or detailee from another agency, provide the name of the DOE sponsor.]
  - Is the User a U.S. Citizen? If not, provide country of citizenship.
2. The user must print and sign the completed request form and submit the request to their DOE Jobs ONLINE Point of Contact (POC).
3. The user's POC should review the form for accuracy, and complete the following information:
  - Subagency for which access is needed
  - Access Requirement
4. The appropriate Point of Contact must sign and mail or fax the form to Eunice Swinson. Fax (202) 586-0636; Office Phone (202) 586-2692.

The DOE Jobs ONLINE staff will provide the new USERID and password via e-mail. Information on how to change the password will be provided at that time.

Users may initiate requests for DOE Jobs ONLINE accounts using the online forms on the CHRIS web page (<http://chris.inel.gov/>). Request forms are used to request new accounts, terminate existing accounts, or modify existing accounts (change user's name, roles, or contact information). The form is then printed, signed by the requesting user, and sent to the appropriate POC.

Designated DOE Jobs ONLINE Site Administrators Points-of-Contact (POC) are the individuals responsible for submitting DOE Jobs ONLINE User ID Request to the Eunice Swinson by fax on 202-586-0636 for processing. POCs indicate on the request forms the level of DOE Jobs ONLINE access required by the requester's duties. Their signature on the form certifies the requester is an authorized user, the requester understands the responsibility associated with DOE Jobs ONLINE access, and that the access level selected is the maximum required by the user's duties.

The access levels referenced in the preceding paragraph correlate to a set of standard roles and responsibilities identified by the DOE Jobs ONLINE System Administrator. As DOE Jobs ONLINE matures, the development of additional roles within the project will expand and modifications will be made accordingly. Security policies are built around these roles, both in terms of what access a user should have in DOE Jobs ONLINE, and who should request and authorize access changes.